

Renewal Instructions

Online renewal of your license/certificate begins January 5, 2015 and ends on March 31, 2015. All credentials (licenses) expire/lapse on March 31, 2015 if not renewed! Those who work on a LAPSED license will be disciplined!

PLEASE NOTE: Graduates of accredited PT/PTA programs from April 1, 2013 through March 31, 2015 have met the continued competency requirement (201 KAR 22:045 Section 2(2)(c)). Graduates must also complete the Jurisprudence Examination and an approved HIV/AIDS course before they renew their license.

Renewal fee is \$150.00 -- \$130 for renewal and \$20 for Impaired Practitioners Fund, 201 KAR 22:135 2(3).

Before you renew your PT or PTA credential you shall:

- ✓ Complete Continued Competency Credits earned between April 1, 2013 through March 31, 2015
 1. PT – 30 hours
 2. PTA – 20 hours
- ✓ Complete the MANDATORY Open Book Jurisprudence Exam (JE) for the biennium ending 3/31/2015. Take it online at <http://pt.ky.gov>
- ✓ If your HIV/AIDS course is due for 2015, mail, email or fax a copy of the certificate to the board office upon completion. HIV/AIDS course requirement is 2 contact hours and only courses approved by the Kentucky Cabinet for Health and Family Services (CHFS) are accepted. Find the year your HIV/AIDS course is due under License Search on our website.
- ✓ Other than the HIV/AIDS document, do not submit any other continued competency unless requested by our agency.

Ways to renew:

1. Online – Preferable Method - Available at <http://pt.ky.gov> beginning January 5, 2015.
 - ❖ Online renewal is easy and fast.
 - ❖ Pay by major credit cards or debit card, or electronic check.
 - ❖ Print or email your payment receipt immediately.
2. Download a hard copy of the renewal form, complete and mail to the Board office with fee.

If you aren't renewing your Kentucky license, email or FAX the Board office at (502) 429-7142 and let us know.

Active Military Duty PT or PTA - Renewal fee is waived for active duty members of the Armed Forces as well as exemption from continued competency requirements, as established in KRS 12.355. Complete and submit a paper renewal application and the Exemption for Completion of Continued Competency Form before renewal deadline of 3/31/15.

Exemption and Extension of Continued Competency Requirement for Renewal of Your Credential

If you have not completed the continued competency requirements, you may apply for an exemption and extension. For a hardship extension (not to exceed 1 renewal cycle), you must:

- ❖ Complete and submit an Exemption or Extension for Completion of Continued Competency Form;
- ❖ Submit documentation showing evidence of undue hardship.

A licensee shall be granted a temporary nonhardship extension of time if they cannot show undue hardship and if the licensee:

- ❖ Completes and submits an Exemption or Extension for Completion of Continued Competency Form, and includes a plan explaining how the required credits will be met;
- ❖ Pays a fee to the KY Board of Physical Therapy of \$250;
- ❖ Has not received a temporary nonhardship extension of time in the prior renewal cycle;
- ❖ Files proof of compliance by the following July 1.

Requests for exemption and extension of continued competency must be filed with our office by March 31, 2015, and you must renew your credential by that date to be eligible. For more information, carefully review 201 KAR 22:045 Section 2 (5).